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DEPARTMENT OF CULTURE, RECREATION & TOURISM
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Louisiana Historical Marker Program Guidelines

La. R.S. 48:271(A) authorizes the Louisiana Department of Transportation and Development (DOTD) to erect, at suitable points selected by the Louisiana Tourism Development Commission (LTDC), bronze markers denoting and describing locations and occasions of historical interest. These markers shall conform to a standard size and design prepared by the DOTD in cooperation with the LTDC and shall be maintained by the DOTD. The language of the legend thereon shall be submitted to and approved by the Department of History of Louisiana State University. When sponsored by and furnished by authentic historical organizations, the markers may carry the sponsor's organization name along the bottom edge thereof, but otherwise shall conform in all respects to the standard design and method of erection as provided in this La. R.S. 48:271(A). The placing of the name of any living person upon these markers is expressly prohibited.

Before completing this application, please read the information below explaining the procedures and guidelines for the marker program. Please note that not all applications will necessarily be approved for a historical marker; each must meet the program criteria as outlined below. When completed, this application and any supporting documentation should be sent to Louisiana Office of Tourism, Louisiana Historical Marker Program, Attn: Lynne Coxwell, P.O. Box 94291, Baton Rouge, LA 70804, postmarked by **May 18, 2016**. If you have questions, please contact Lynne Coxwell at 225.342.2876 or lcxwell@crt.la.gov.

Historical Marker Criteria

The Louisiana Historical Marker program commemorates facts, persons, events, and places prominently identified with the history of the nation, state, or region. Each proposed marker script shall be reviewed by the administrator of the marker program with the Louisiana Office of Tourism (LOT) and verified and edited by the Louisiana State University (LSU) Department of History and, with the location, shall be approved by the Louisiana Tourism Development Commission (LTDC).

No marker shall be erected to commemorate a living person.

In order for an historic event to be eligible for commemoration with a marker, the event must have occurred at least fifty years ago. Likewise, a place or person must have attained its significance at least fifty years ago, although there are exceptions if the event, place, or person is of extraordinary historical significance.

Markers shall be erected in safe locations, at or close to the places being commemorated, and where they will be visible to the traveling public.

Historical markers are privately sponsored and funded by sponsors. Any individual or group may nominate a location or occasion of historical interest for historical marker commemoration.

Exceptions to any program criteria will be determined on a case-by-case basis.

Procedure for Developing and Submitting a Marker Topic and the Approval Process

- 1. Research and Write the Marker Script.** The person or group wishing to sponsor the marker must do the research necessary to substantiate the facts to be included in the script of the marker. Research the topic by consulting multiple primary and secondary sources. It is often helpful to seek assistance from local and regional historical associations, local libraries, and governmental entities in researching and crafting the proposed script.
- 2. Suggest a Suitable Marker Location.** The most appropriate location would be where the person made an impact, where the event took place, or at the site being commemorated. The marker preferably should be placed on public land or a highway right-of-way, so that it can be read by the largest possible number of travelers. Be sure in your application to specify the DOTD district headquarter number or district location, so that the marker can be shipped to the appropriate DOTD contact for installation. If the marker will be installed on private land, then the sponsor must receive the owner's consent and obtain all necessary permissions from local, state, and/or federal authorities.
- 3. Submit Your Application Packet to the LOT for Review.** Follow the instructions provided in the application for completing it. All applications will be reviewed internally by the LOT. After reviewing a nomination, the LOT will make a determination of whether the nomination meets the marker program criteria and complies with the applicable laws pertaining to the Historical Marker program. If the nomination is considered appropriate for a historical marker, the LOT will submit to the LSU Department of History all applications that are determined to be complete, timely received, and substantially compliant. The LSU Department of History shall verify the accuracy of the sponsor's proposed script and, if necessary, propose revisions or edits. LSU shall also make a recommendation on whether the nominated location or occasion of historical interest meets the requirements of the Historical Marker program. Pending possible further revisions to the script (see step 4), the LOT will formally present the marker nominations to the LTDC for approval at its quarterly meeting in August.

4. **Work with the LOT in Revising or Refining the Marker Text.** Before submitting a nominated marker to the LTDC for approval, the LOT and the LSU Department of History will review the text. The script must not be over the number of lines and the number of spaces per line specified for the four letter sizes that are offered. Any major questions about the text that arise will be discussed with the sponsor, including further documentation, if necessary, to support the marker script. If changes to the text are warranted, the LOT's administrator will work closely with the sponsor—or the sponsor's author—to produce a mutually agreed upon script, which the sponsor must approve. The sponsor shall be responsible for all script content, any mistakes and claims made on the nominated marker.
5. **Await the Final Decision of the Louisiana Tourism Development Commission.** The commission has final authority for the nominations of all historic markers. **The August meeting is open to the public, and sponsors may attend.**
6. **Pay for the Manufacture of the Marker.** The LOT will notify the designated vendor that casts the marker and provide it with the final commission-approved script. Markers typically ship within 6 weeks of the order being placed. **The vendor will bill (see cost of markers below) the sponsor directly upon shipment of the marker** either to the appropriate DOTD district headquarters for installation, if it is placed on a state highway right-of-way or to the sponsor, if the marker is on private land or non-highway right-of-way public land.
7. **Hold an Unveiling Ceremony.** The sponsor is responsible for making any installation arrangements either with the DOTD or arranging and costs involved for unveiling or dedication ceremonies of installed markers. **NOTE:** The process for ordering and manufacturing markers is determined by a number of variable factors including manufacturing and shipping delays arising with the vendor and the work load of the DOTD; thus, **the LOT cannot be held responsible for meeting local deadlines for any planned dedication event.**
8. **Other Requirements.** The LOT requests that the sponsor submit to LOT a picture of the installed historic marker to be kept with LOT's records.

Cost of Markers (Effective May 1, 2014 through May 1, 2016)

Louisiana Markers are set in a Georgia 30"x42" pattern and delivered with a 7' post. Shipping and marker post are included in cost.

Same copy on both sides of a two-sided marker

| | |
|------------------|------------|
| 5/8" Letter Size | \$2,260.00 |
| 1" Letter Size | \$2,040.00 |
| 1 ½" Letter Size | \$2,000.00 |
| 2" Letter Size | \$1,920.00 |

Different copy on each side of a two-sided marker

| | |
|------------------|------------|
| 5/8" Letter Size | \$2,590.00 |
| 1" Letter Size | \$2,340.00 |

| | |
|------------------|------------|
| 1 ½" Letter Size | \$2,260.00 |
| 2" Letter Size | \$2,220.00 |

Metal Photo's

\$75-\$250 depending on the size of picture

Criteria for Marker Placement

To ensure that historical markers are accessible to and can most effectively educate the traveling public, the LTDC assumes the responsibility of approving the site for a new marker. The final location of the marker is based on the following criteria:

Safety. To the extent that travelers will need to pull off the road to read the marker, and then re-enter the highway; they must be able to do so conveniently and safely. Hence, markers must be placed so that they do not block drivers' lines of sight when making turns or create traffic hazards when travelers stop to read the marker.

Visibility. The marker should be placed in a safe but relatively high-traffic area, so that it can be read by the largest possible number of travelers. For those markers placed along roadways, given the choice between a secondary road and a primary road, the marker will be placed on a primary road. Markers are not permitted on interstate or other limited access highways, except in rest areas.

Location. Ideally, the marker should be placed as close as possible to the site it commemorates. Sometimes, however, because of traffic conditions, the remoteness of the site, or other reasons, the marker must be placed some distance away.

Placement on private property. Historical markers are usually placed in DOTD rights-of-way or on public property. Under special circumstances they may be placed on private property (usually because of highway conditions) if the owner gives the sponsor permission to erect a historical marker on the private property.



Louisiana Historical Marker Application

Application must be POSTMARKED NO LATER THAN May 18, 2016.

Mail **original application and one copy** of the completed application and historical documents/attachments, to:

Louisiana Historical Marker Program
Louisiana Office of Tourism
Attn: Lynne Coxwell
P.O. Box 94291
Baton Rouge, LA 70804
OR
1051 N. 3rd ST
Baton Rouge, LA 70802

- ◆ No FAX submissions will be accepted.
- ◆ Keep a copy of your application for your files.

For questions, call Lynne Coxwell at 225.342.2876 or email lcoxwell@crt.la.gov

Louisiana Historical Marker Application

This application form is designed to provide the Louisiana Tourism Development Commission with the necessary data to be able to evaluate and approve this proposed marker.

I. Name

Name of Nominated Location or Occasion of Historical Interest:

Suggested Marker Title _____

II. Recommended Location of Nominated Marker (Also, review “Criteria for Marker Placement” for more information on how to determine an appropriate site.)

Physical Address _____

City _____ Zip Code _____ Parish _____

GPS Coordinates (if known) _____

Location of marker being commemorated, *if the marker will not be placed at the actual historic site.*

III. Property Owner of the Recommended Location for the Nominated Marker

Owner Name _____

Address _____

City _____ Zip Code _____ Parish _____

Type of Ownership:

Private (Individual) ☐

Public (Local) ☐

Private (For Profit) ☐

Public (State) ☐

Private (Non-Profit) ☐

Public (Federal) ☐

Owner Approval Statement

As the owner, or the official representative of the owner, of the property, I am aware of and agree to the submission of this application to place an Official Louisiana Historical Marker on my property. I understand that additional documentation may be required to evidence my authority to grant permission to erect the marker on the property.

Owner Signature _____ Date _____

Printed name of signatory _____

IV. Classification of Nominated Location or Occasion of Historical Interest

Type of Site:

Historic Home ☐

Museum ☐

School ☐

Church ☐

Military/Battle sites ☐

Historic Cemetery ☐

Other ☐ _____

Public Access to Site (days of week & hours site available to public) _____

- Is the site listed in the National Register of Historic Places? ☐ Yes ☐ No

V. Description (Briefly describe the historical significance of the nominated location or occasion or event being commemorated.)

VI. Proposed Marker Script

(Please submit a proposed title, script and sponsor line for your marker. Include the name of the sponsor organization as you wish it to appear on the marker. **Note:** The placing of the name of any living person upon these markers is expressly prohibited by R.S. 48:271(A). For example, the sponsor line may state “SPONSORED BY THE MILLER FAMILY OR FOUNDATION” but cannot state “SPONSORED BY JOHN MILLER”, if living.)

Below choose a letter size for your script and copy placement, which is based on current marker prices. In the narrative, total spaces between words are counted as one letter/numeral space each. The title & sponsor lines are not included in the number of lines. (Refer to the example below.)

CHECK THE LETTER SIZE & COPY FOR YOUR MARKER SCRIPT (The title line & sponsor line are not counted with amount of lines)

- ☐ 2" – 8 lines/25 spaces per line ☐ Same Copy (identical text on the front and back of the
☐ 1 ½" – 11 lines/31 spaces per line marker)
☐ 1" – 13 lines/41 spaces per line ☐ Different Copy (different or overflow text on the front and
☐ 5/8" – 20 lines/62 spaces back of the marker)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

EXAMPLE (2-in letter size; 8 lines/25 spaces)

SULPHUR MINES

One mile north. In 1894
Herman Frasch, using the
process for the first time,
forced steam into salt
dome caprock, returning
solid molten sulphur to
the surface. Sicily sulphur
monopoly was thus broken.

SPONSORED BY FRIENDS OF LOUISIANA

VII. Required Documentation (To support the accuracy of the facts contained within the suggested script, the sponsor must provide a minimum of three sources that relate to the marker script and include the following information: author, title, publisher, and date of publication. Please refer to the example below. **You must photocopy and attach each source and submit two copies of the adequate documentation with the completed application as well as list the sources below.** Note: The language contained on the historical marker shall be submitted to and must be approved by the Department of History of Louisiana State University.)

EXAMPLES OF CORRECT DOCUMENTATION

1. William C. Bruce, John Randolph of Roanoke (2 vols; New York, 1922), 423-25.
2. Ellery L. Hall, "Canadian Annexation Sentiment in Kentucky Prior to the War of 1812", Kentucky State Historical Society, Register, XVIII (1930), 378.
3. London Times, Nov. 1, 1809.

VIII. Sponsor Information

Sponsor Name _____

Contact Name (if different than sponsor name) _____

Title or Organization _____

Billing Address _____

City _____ Zip Code _____

Daytime Phone _____ Email Address _____

IF NOT BEING SHIPPED TO DOTD,

Business Address* _____

*Must be a business (non-residential) address if the marker will be shipped directly to sponsor per the LOT designated manufacturer requirements.

City _____ Zip Code _____

IF BEING SHIPPED TO DOTD,

☐ Yes, the nominated marker will be placed on a state highway/street right-of-way

Please indicate the DOTD District headquarter location or number _____

